



Department for

Communities

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Department for

Commonities

www.communities-ni.gov.uk



IRC 270648 River Warden HPTO Civil Engineer Department for Communities

Candidate Information Booklet

Completed application forms must be submitted to HRConnect no later than 12 noon (UK time) on 29 October 2021

Communication between HRConnect and you

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account, including junk mail folder, to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

Please retain a copy of this booklet for your reference throughout the selection process.

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Background

Department for Communities

The Department for Communities is the largest of the nine NICS Departments and works with 21 Arm's Length Bodies and Advisory Groups. Over 8,500 people are employed by the Department, accounting for one third of NICS employees. It has an annual budget of almost £7 billion, including expenditure of around £6 billion on social security and pension payments. The Department plays an important role in the lives of many people and communities in Northern Ireland. The Department's common purpose is - Supporting People Building Communities, Shaping Places.

Groups

The Department is made up of five Business Groups:

- Engaged Communities Group (ECG);
- Housing, Urban Regeneration & Local Government Group (HURLG)
- Strategic Policy & Professional Services Group (SPPSG);
- Work & Health Group (W&H); and
- Supporting People Group (SPG)

Role of the Department

The Department's main functions include:

- The promotion of a healthy housing market and the provision of decent, affordable, sustainable homes and housing support services.
- A social welfare system including focused support to the most disadvantaged areas.
- Providing training and support to jobseekers and employers.
- Bringing divided communities together by creating urban centres which are sustainable, welcoming and accessible to live, work and relax in peace.
- Supporting Local Government to deliver effective public services.
- Maximising public benefits from the culture, arts and leisure sectors.
- Tackling disadvantage and promoting equality of opportunity by reducing poverty, promoting and protecting interests of children, older people, people with disabilities, and other socially excluded groups; addressing inequality and disadvantage.

This post sits in the Belfast Regeneration Directorate which is part of HURLG.

Key Responsibilities

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Safe operation of the Lagan Weir in accordance with DfC policy and established operating procedures. This post will involve a substantial amount of out of hours working and the post holder when trained will share on call duties with the River Manager and Deputy River Warden and will be on call to respond to weir malfunctions or emergencies at the weir. It is anticipated that until the first year of training is complete the post holder will shadow the River Manager when responding to call outs.

Premises Officer for Lagan Weir including: Facilitate the inspection, maintenance and repair of the Lagan Weir installation in accordance with Lagan Weir Operation and Maintenance Manuals. Monitor and maintain weir infrastructure and associated public realm via work orders to help desk and reporting to River Manager larger maintenance issues. Keeping records of all reactive and cyclical maintenance and taking pro-active measures to ensure maintenance is timely and effective.

- Management of permit to work systems and site inductions
- Oversee the maintenance and routine updating of the Lagan Weir's Health and Safety Management system.
- Act as fire officer for the premises.
- Carry out regular health and safety audits and facilitate external audits.

Supervision of minor works contracts and maintenance contracts:

- Revetment repair contracts
- Signage and public rescue equipment maintenance
- Inspection and maintenance of public realm areas

Health and safety:

- Attending work planning meetings on a weekly basis with foreperson and River Manager
- Issuing weekly work rotas for operational staff
- Updating risk assessments and safe systems of work
- Issuing toolbox talks and pro-actively managing and advising staff on health and safety
- Overseeing training of operational staff
- Ensuring staff and contractor compliance with emergency procedures
- Ensuring safety equipment and signage is maintained and up to date
- Review and collate information regarding plant and equipment checks carried out routinely at Lagan Weir. Produce regular reports to River Manager giving status updates.

Procurement of supplies and stores:

- Liaise with operational staff to establish equipment necessary for forthcoming work programmes
- Maintain stock lists of plant equipment and stores and carry out regular stock checks
- Provide River Manager and assistant with order requisitions, detailed specifications and list of suppliers to allow monthly procurement of store supplies. Procurement will be carried out independently by River Managers Assistant and CPT.

- Supervise operatives to ensure stores are tidy and materials are stored and used in compliance with suppliers' instructions
- Maintain and update COSHH register for supplies

The above list is not exhaustive but gives a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business needs.

Appointment / Terms and Conditions

There is currently one permanent, full time vacancy. Further appointments may be made from this competition should NICS positions become vacant which have similar duties and responsibilities.

Location

This post will be based at the Lagan Lookout, Donegall Quay, Belfast.

Salary

£32,328 - £33,459

Salary will be within the above range. Pay progression will be as per current NICS pay policy. Starting salary on appointment will be determined by promotion, re-grading or downgrading terms. Please refer to the Pay and Grading Chapter of the Staff Handbook.

Pensions

The NICS offers all employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at www.finance-ni.gov.uk/civilservicepensions-ni

Holidays

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 25 days, rising to 30 days after 5 years' service.

Hours of Work

The normal conditioned hours of work are full-time: 37 hours excluding meal breaks Monday to Friday. The post holder will be expected to be on call approximately 11 days per month to respond to weir faults and waterborne emergencies on the river, for which an on call allowance will be payable.

Travel

The successful candidate must have access to a form of transport which will enable them to fulfil their responsibilities. The post requires the post holder to participate in an 'on call rota' during the working week and occasionally attend emergency situations which may occur outside the normal working hours.

Security Clearance

Basic security clearance will be required for this post.

Probation

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

Career Development

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and development needs with a view to enhancing skills and capabilities. NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

Conflict of Interest

It is a basic requirement of all Civil Servants that their private activities should not bring them in to conflict with their official duties.

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the Department's business directly or indirectly. Therefore to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

As such, to protect employees and the Department from public criticism, it will be mandatory for the successful candidate to complete a Conflict of Interest declaration on appointment.

Further Information

Applicants wishing to learn more about the post before deciding to apply may telephone Michael Pettigrew on **028 90 829 306** or email michael.pettigrew@communities-ni.gov.uk

If you have any questions about the competition process, or require any documentation in an alternative format, you should contact HRConnect on **0800 1300 330** or email: recruitment@hrconnect.nigov.net

Eligibility Criteria

Applicants must, by the closing date for applications:

1. Possess a BTEC Ordinary National Certificate in Civil Engineering Studies or equivalent

AND

2. Have at least 3 years' experience within the last 7 years in either of the following:

- a) The project management, design and supervision of civil engineering contracts over £100k, preferably in a marine or riverine environment

OR

- b) The supervision of industrial staff to carry out civil engineering maintenance work, preferably in a marine or riverine environment, including responsibility for implementation of a Health and Safety Management system for staff and or contractors.

Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated.

Relevant or equivalent qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.

Shortlisting Criteria

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to the next stage of selection, the following shortlisting criteria will be used:

1. Applicants who have demonstrated experience of successfully delivering a challenging* civil engineering project within the last 7 years.

*A challenging project is defined as being non routine with demanding objectives, consisting of multiple civil engineering elements that was successfully delivered.

Please note:

- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities.
- The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be explored at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post. Please do not include your name in the employment history or eligibility criteria sections.
- The NICS Competency framework can be accessed via www.nicsrecruitment.org.uk

Assessment Process

The selection process will be a competence based interview.

Interview Criteria

Competence Based Interview

The selection panel will design questions to test the applicants' knowledge and experience in each of the following areas below and award marks accordingly.

1. Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice.

For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned, justifiable decisions

Marks available: 20

2. Managing a Quality Service

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme

and project management approaches appropriately and effectively to support service delivery.

Marks available: 20

3. Leading and Communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

Marks available: 20

4. Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals.

Marks available: 20

5. Delivering Value for Money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base

their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

Marks available: 20

Total Marks Available: 100

Overall Pass Mark: 60

Interview Dates

It is intended that interviews for this post will take place via WebEx during week commencing **29 November 2021**.

Competence Based Interviews

Selection panels will design questions to test the applicant's knowledge and experience in each of the above areas and award marks accordingly.

No notes or personal documentation may be brought into the interview room.

NICS Competency framework

The selection process will assess candidates against the NICS competency framework at level 3.

The NICS competency framework sets out how all NICS employees should work. It puts the Civil Service values of integrity, honesty, objectivity and impartiality at the heart of everything they do, and it aligns to the three high-level leadership behaviours that every civil servant needs to model as appropriate to their role and level of responsibility: Set Direction; Engage People and Deliver Results.

Competencies are the skills, knowledge and behaviours that lead to successful performance. The framework outlines ten competencies, which are grouped into three clusters. The competencies are intended to be discrete and cumulative, with each level building on the levels below i.e. a person demonstrating a competency at level 3 should be demonstrating levels 1 and 2 as a matter of course.

The Northern Ireland Civil Service competency framework can be accessed via www.nicsrecruitment.org.uk

It is important that all candidates familiarise themselves with the competency framework as this forms the basis of selection process. Should you require assistance in accessing the competency framework please contact HRConnect.

Guidance for Applicants

Application Form

Please refer to the Candidate Information Booklet before making your application and retain a copy for your reference. The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria. **All** parts of the application form **must** be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.

Please note:

- Applicants are encouraged to submit online applications wherever possible. However, hard copy application packs are available on request. All applications will be treated equally regardless of whether they are hard copy or online.
- The space available on the application form is the same for all applicants and must not be altered.
- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms, unless it is specifically requested in the application form and candidate information booklet.
- All applications must be received by the advertised closing date and time.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline;
- Do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your branch or your job.
- Only the employment history, eligibility and shortlisting sections will be made available to the panel.
- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
- The session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- You must click SUBMIT once you have finished your online application. You will receive an acknowledgement email. Please contact HRConnect if you do not receive an acknowledgment email within 24 hrs.

Help with making your application

You can get advice or assistance with making an application from your local Jobs and Benefits Office - contact details are available on NIDirect: <https://www.nidirect.gov.uk/contacts/jobs-benefits-offices-jobcentres-and-social-security-offices>

You can also get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations contact Northern Ireland Union of Supported Employment (NIUSE), an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment, email info@niuse.org.uk, tel. **0044 (0)28 71 377709**, text phone **0044 (0) 28 71 372077**

Interview preparation

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfill the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview you may wish to think about having a clear structure for each of your examples, such as:

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;
- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work / life experiences.

For professional and technical posts, questions may be framed in the context of professional elements of the post.

General Information

The Merit Principle

In accordance with the Office of the Civil Service Commissioners' Recruitment Code, appointments to the NICS are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Further information on the Civil Service Commissioners can be found at:

www.nicscommissioners.org.

NICSHR Privacy Notice

NICSHR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICSHR, in line with the NICSHR privacy notice available via www.nicsrecruitment.org.uk

Offers of Employment

Candidates will only receive one offer of appointment which, if not accepted, will generally result in withdrawal from the competition.

Changes in personal circumstances and contact details

Please ensure HRConnect are informed immediately of any changes in personal circumstances. It is important that HRConnect have up to date contact details.

Transgender Requirements

Should you currently be going through a phase of transition in respect of gender and wish this to be taken into consideration, in confidence, to enable you to attend any part of the assessment process please contact HRConnect. Details of this will only be used for this purpose and do not form any part of the selection process.

Merit List

HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. It is presently intended that the merit list for this competition should remain extant for a period of one year. However you should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for

appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect

Documentation

Identification documents to satisfy the Nationality and Security requirements of the post will be required. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment.

You will be required to bring documentary evidence of your qualifications / professional membership to assessment.

You should ensure that the required documents are readily available.

Right to Work and Nationality Requirements

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Please note ALL applicants for external recruitment will be subject to a Nationality validation check.

Applicants must be either:

- i) UK national; or
- ii) National of a Commonwealth country; or
- iii) National of the Republic of Ireland; or
- iv) EEA nationals with settled status under the EU Settlement Scheme; or
- v) Relevant EEA or Turkish nationals working in the Civil Service; or

- vi) Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service; or
- vii) Certain family members of the relevant EEA & Turkish nationals

For candidates applying under categories iv – vii you are required to provide the following information in the Right to Work and Nationality Requirements response box in Part 1 of your application form. Failure to provide the requested information **WILL** result in your application being rejected.

Category iv – Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [share code here](#).

Category v - Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [share code here](#). You are also required to provide your payroll number in the nationality response box to demonstrate that you are working in the Northern Ireland Civil Service;

Category vi - Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [share code here](#). Alternatively please provide confirmation in the nationality response box that you hold indefinite or limited leave to remain in the UK and that this was granted prior to 31st December 2020.

Category vii - Please provide your 'Share code' in the 'Share code' field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [share code here](#). In addition, please provide evidence in the nationality response box to support your application for applying as a family member of a relevant EEA and Turkish nation. Further documentary evidence may be request from HRConnect to support this;

'Family member of the relevant EEA or Turkish nationals' means:

- i) That national's spouse*; or
- ii) A direct descendant (child, grandchild etc.) of that national or his/her spouse who is under 21 years of age or is their dependent; or
- iii) National of the Republic of Ireland; or
- iii) A dependent relative in the ascending line (parent, grandparent etc.) of the EEA national or his/her spouse.

*Note: 'Spouse' does not include a party to a marriage of convenience and in the case of EEA national vocational students family members are restricted to spouses and dependent children only.

- iii) A UK national; or
- iii) an Irish or non-UK Commonwealth citizen who was in post in the NICS on 31 May 1996, or was appointed from a competition with a closing date on or before 31 May 1996, and who has remained in the NICS since that time.

Where a candidate has a right to work status which has a time limitation, ongoing checks will be in place to ensure the right to work is maintained.

Further guidance on Nationality requirements is available via www.nicsrecruitment.org.uk.

Security

1. Baseline Personnel Security Standard

For this post in the NICS the level of vetting is a Baseline Standard. For this check you will be required to provide the following:

- a) Your passport OR
- b) A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND your birth certificate which includes the names of your parents (long version).
- c) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via www.gov.uk.

We will organise a Criminal Record Check on all applicants to be carried out by AccessNI. The category of AccessNI check required for this post is;

Basic Disclosure Certificate

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made:

Further information regarding policy on the recruitment of ex-offenders and the vetting process is available at:
www.nicsrecruitment.org.uk
in Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at:
www.nicsrecruitment.org.uk
Under Useful Information.

The AccessNI code of practice can be accessed via www.nidirect.gov.uk/accessni

Equal Opportunity Monitoring Form

Please note the Equal Opportunities monitoring section of the application form is mandatory in order to submit an application.

For guidance on completing the Monitoring Form and to read the NICS Equal

Opportunities Policy Statement please refer to the DoF website www.finance-ni.gov.uk.

The Northern Ireland Civil Service is an Equal Opportunities Employer. As young people (people under the age of 35), people with a disability and people from minority ethnic communities are currently under represented in NICS, we would particularly welcome applications from these groups. All applications for employment are considered strictly on the basis of merit.

Feedback

The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview. Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

THIS INFORMATION PACK DOES NOT FORM PART OF CONDITIONS OF EMPLOYMENT

Available in alternative formats.

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